

REQUEST FOR VOLUNTARY PATERNITY – MOTHER MARRIED BUT LEGAL HUSBAND IS NOT THE FATHER PROCEDURES

WHEN YOU HAVE COMPLETED ALL FORMS:

- Make one copy of the “**Voluntary Request for Order of Paternity with Affidavit**,” any necessary attachments (such as a lab report)* , and the “**Order of Paternity**”.
- Separate your documents into two sets: one set of originals and one set of copies.
- The ORIGINALS should include: (1) “**Family Court Coversheet**,” (1) “**Voluntary Request**,” (1) “**Order of Paternity**,” AND the lab report (if you checked “Genetic Testing” in #6).
- The COPIES should include: (1) “**Voluntary Request**,” (1) “**Order of Paternity**,” and (1) lab report.*
*if you checked the box for “Genetic Testing” in #6 on the “**Voluntary Request**”.
- Take both sets of papers to the Office of the Clerk of the Superior Court at any of the three Maricopa County courthouse locations:
 - Downtown Phoenix, 201 W. Jefferson, Phoenix, Arizona
 - Southeast Court, 222 E. Javelina Drive, Mesa, Arizona
 - Northwest Court, 14264 West Tierra Buena Lane, Surprise, Arizona
- Pay the filing fee of \$231. If you cannot pay the fee, you may ask the Clerk’s Office or the Self Service Center for the forms to apply for a deferral (delayed payment plan).
- Give both the Originals and the Copies to the Clerk.

The Clerk will sign and file the original Paternity Order and return a signed and stamped copy to you. The Clerk will also forward a copy of the Order to the Arizona Department of Vital Records where they will enter the new information on the birth certificate, and to the Attorney General’s office as well. “Certified” copies of the Order are available for an additional fee.

NOTE: After a Paternity Order is issued, either parent may file a request for Visitation, Custody, or Support. IF that request is filed within 90 days after the Paternity Order is issued, and in the same county, there is no additional filing fee. (A.R.S. 25-812(c))

OBTAINING A COPY OF A NEW ARIZONA BIRTH CERTIFICATE:

Arizona birth certificates are maintained by the Office of Vital Records, Department of Health Services, 1818 W. Adams Street, Phoenix, AZ 85007 (P. O. Box 3887, Phoenix, AZ 85030).
For detailed information, see the Vital Records web site at <http://www.hs.state.az.us/vitalrcd/>

If you want a copy of the **NEW** Arizona birth certificate, allow three to six weeks for the change to be processed. Then, contact the Office of Vital Records (Telephone (602) 364-1300). They will prepare the new certificate upon all of the following:

- request
- payment of a fee, and
- presentation of personal identification. (It is helpful to have a copy of the **Order of Paternity** with you.)

Records may also be ordered online at www.vitalchek.com

For births since 1997, birth certificates may also be obtained from the Maricopa County Office of Vital Statistics at 1825 E Roosevelt Road, Phoenix. Call (602) 506-6805 for information.

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